Industry users must create an organization to use PCIT. Only one profile per organization is needed. The person who registers the organization becomes the Organization Administrator (Org Admin). The Org Admin is responsible for maintaining other PCIT user accounts for the organization. Each member of an organization will have a separate ID and password, but will be able to share templates and organization information. This is what the Org Admin must do to add members to the organization.

Any users who wish to join your organization's PCIT account must obtain a USDA eAuthentication account. The new user can reference the Industry Users Quick Reference Guide **Accessing PCIT for the First Time** for more information.

Step 1: PCIT Home

I.   From *PCIT Home*, click on the Manage Account link on the top right corner of the page.

Step 2: Manage Account

I.   Select the **Organization Account Information For: *Organization Name*** and click the **Next** button.

    a.   NOTE: Only PCIT organization administrators will have this option.

Step 3: Manage Organization Profile

I.   On this page, you will see the list of organization members for your organization's PCIT account.

II.   To add a new member, click the **Add Member to Organization** button.

Step 4: Add Member

I.   Enter your organization member's account information. If you would like this member to have administrative privileges (to be able to add new members or delete existing ones), select the **Yes** option.

    a.   **IMPORTANT:** You must provide the new member with the ***PCIT User ID*** and ***PCIT Password*** so the member can join your organization when accessing PCIT for the first time.

II.   When you have completed entering your information, click the **Save** button.